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- The Final Plat and application for final plat approval is submitted to Development Management by noon on Wednesdays (usually every other week) with all of the information listed within checklist
- Development Review Committee (DRC) meeting is normally 2 – 3 weeks after plat submittal. DRC includes all of the main divisions of the City (Planning, Engineering, Water, Parks, etc.) and is basically a round-table discussion of the plat. All remarks generated by the meeting are discussed. If the Plat is in general compliance with the approved preliminary plat/plan, it will be moved ahead to CPC.
- City Planning Commission (CPC) meeting is normally 2 – 3 weeks after the DRC meeting. Before this meeting occurs, a staff report of the discussions and remarks presented at DRC are written up as requirements to be satisfied before a plat can be released for recording. CPC is on a consent docket which means if the applicant consents with all the conditions listed in the Staff Report, then the final plat can be signed off without any discussion. If there are items listed that the applicant does not agree with, then further discussion is needed either before the CPC meeting or during the meeting in the presence of the commissioners. If an agreement is not reached, the plat can be held at CPC to allow for further review of the situation.

After the Final Plat is recommended for approval at CPC, LDD staff then take over the process and are responsible for introduction of the Final Plat approval ordinance and processing of the Final Plat document through to release to the City Clerks office, where they have a process before it is released to the Applicant for Recording at the County Records office where the project is located.

The Condominium Plat Process is an Administrative Approval process under the Minor Subdivision process of Chapter 88, similar to Lot Splits. Thus the process is shorter, and no longer requires approval by the City Council. Hopefully this information will answer some of your questions regarding this revised process.

The City Planning and Development Director is now authorized to approve condominium plats when the Director determines that the condominium plat complies with all of the requirements listed in Section 88-535-01-D of the Zoning and Development Code.

How much time is saved by the Director's new administrative approval process versus the old Council approved process?

With the new process, the following meetings and approvals are no longer required: Development Review Committee (DRC), City Plan Commission (CPC), City Council introduction, Planning and Zoning (P&Z), and City Council approval. By no longer requiring these meetings and approvals, the approval process is reduced by approximately four (4) weeks.

Which application form should I submit and where can it be found?

The condominium application form, "Application for Minor Subdivision", should be used for Condominium Plat submittals. The box for 'Condominium Plat' should be checked on the form and can be found at:

<https://data.kcmo.org/Forms-and-Applications/Application-for-Minor-Subdivision/idkn-xur6>

Where should I submit my completed application form?

Once the form has been completed, it should be submitted to the City Planning & Development Department, Development Management, 15th Floor of City Hall, 414 E. 12th Street, Kansas City, MO 64106, along with supporting documentation, i.e., ownership certificate, declaration of condominium, a CAD pdf drawing, five (5) copies of the plat and the appropriate fee.

What happens if I don't submit all of the supporting documentation listed on the application?

Incomplete and/or substandard application packages may result in a delay in the preparation of your request for review by the City Planning and Development Director. You may monitor the City's "KivaNet" internet portal to verify the acceptance of your complete application and/or determine missing elements of the submittal as well as contact the Development Management Division for getting any questions answered. Condominium Plats have a Permit Type of "BCPT", when searching in "KivaNet" for your project.

What other supporting documentation must be submitted before the plat is released for recording?

- A copy of the current year's paid tax receipt.
- An executed original declaration of condominium document.
- A copy of the paid parkland receipt (or proof that any required parkland or private open space dedications have been completed), if applicable.
- Executed Mylar(s)*, twelve (12) paper originals, a letter-size copy of the plat, and a digital CAD drawing (also a pdf), after approval has been given.

* Three (3) mylars if the plat is located in Jackson County, otherwise, one (1) if the plat is located in Clay or Platte County.

Who is allowed to file a condominium plat?

Condominium applications may be filed by the subject landowner or the subject landowner's authorized agent.

Where can I find the information that must be included on the condominium plat drawing?

In 88-535-01-D of the Zoning and Development Code. In addition to the requirements listed, the following should also be included:

- Reference 'Condominium' in the plat heading.
- Reference the appropriate signature block. (See below.)
 - For condominium plats administratively approved, the plat should only include a signature block for the designee of the Director of City Planning and Development.

Example:

City of Kansas City, Missouri
City Planning and Development

Dion E. Waldon, P.E., Manager of Land Development Division,
Director's Designee

Who should I contact after my application has been filed and accepted for processing if I have questions during the approval process?

A Land Development Division Plat Reviewer who will be assigned to the application should be contacted if you have questions. Call (816) 513-1500, Option 2, and ask for the Plat Reviewer.

What happens during the approval process?

- Any required revisions are made to the plat so that it is in compliance with the preliminary plat and/or plan that was approved and also the requirements of Section 448.2-109, RSMo.
- The applicant is notified of mylar approval and submits executed mylars.
- The mylars are circulated for signatures upon receipt.
- The Finance Department verifies that all taxes and special assessments due have been paid current.
- The clearance memo is routed for approval.

What happens after the City Planning and Development Director approves the plat?

After the City Planning and Development Director has approved the plat, the clearance memo will be issued stating that all required platting conditions have been satisfied. The applicant will then be notified by the Plat Reviewer of such approval.

Am I allowed to file an appeal of the Director's decision?

Yes. If the City Planning and Development Director disapproves the condominium plat or approves it with conditions or modifications, the applicant may appeal the City Planning and Development Director's decision by filing an application for review by the City Plan Commission (CPC), with such applications subject to the normal cut-off dates for scheduled CPC hearings.

For condominium plats appealed to and approved by the City Plan Commission (CPC), the plat should contain signature blocks for the CPC Chairman, CPC Assistant Secretary, along with the CPC approved date.

Example:

CITY PLAN COMMISSION

Approved: _____

Chairman
Babette Macy

Asst. Secretary
Diane M. Binckley

Appeals of the City Plan Commission's decision may be appealed to the City Council by filing a notice of appeal with the City Planning and Development Director. Appeals must be filed within 15 calendar days of the City Plan Commission decision.

For condominium plats appealed to and approved by the City Council, the plat should contain signature blocks for the City Engineer, Director of Public Works, Mayor, City Clerk, along with the ordinance information.

Example:

PUBLIC WORKS

City Engineer
Ralph S. Davis, P.E.

Director
Sherri K. McIntyre, P.E.

COUNCIL

This is to Certify that the within Plat was duly submitted to and Approved by the Council of Kansas City, Missouri, by Ordinance No. _____ duly authenticated as passed this _____ day of _____ 20__.

Mayor
Sylvester "Sly" James, Jr.

City Clerk
Marilyn Sanders

How does the plat get released for recording?

The applicant should come to the 5th Floor of City Hall, East Side and check in with the receptionist and also inform the receptionist that they are there to pick up a plat from Land Development Division (LDD) for recording. The receptionist will then notify the Plat Reviewer. The Plat Reviewer will have the applicant sign a release form indicating the items being released to them and of the need to have the recorded items returned to the Plat Reviewer.

Who records the plat? Where does it get recorded? How long do I have to get it recorded?

The developer, or his or her designee, is responsible for taking the plat to the appropriate County Recorder of Deeds. Recording must occur within 90 calendar days of the date of the City Planning and Development Director's approval, which is the same date as the clearance memo.

What recorded plat documents must be returned? Where should they be returned? Who should they be returned to? What happens after they are returned?

An original or authenticated copy of the recorded condominium plat and declaration of condominium document must be returned within 30 calendar days to the Plat Reviewer on the 5th Floor of City Hall. Upon receipt of the documents, the Plat Reviewer will process the plat as recorded, distribute the extra plat copies to the appropriate entities, and close out the plat file.

What happens if the plat doesn't get recorded?

If the applicant fails to record the condominium plat within the required timeframe, the City Planning and Development Director's approval will lapse and be of no further effect, in which case the condominium plat application and approval process must be repeated before recording the plat can occur.